



**Montgomery County**  
**Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240) 777-0311  
[www.montgomerycountymd.gov/dps](http://www.montgomerycountymd.gov/dps)



## **Structural Submittal Requirements for Addition and Alteration**

### **Required Documents**

Where the existing structures are subjected to addition and/or alteration, following structural drawings and/or document submittals shall be included as a minimum:

- a) Description of the existing structural framing, existing member sizes and locations.
- b) Dead, live and snow load assumptions and the weight of all new mechanical units.
- c) Computations and details showing the required reinforcing of existing structural members and stiffening of the structural system supporting:
  - i. New roof top mechanical units and the method of attachment to the structure.
  - ii. New floor supported mechanical units.
  - iii. Water heaters.
  - iv. Operable partitions.
  - v. Structural members in file and computer rooms.
  - vi. Structural members in change of use areas requiring higher live loads.
  - vii. New photovoltaic panel systems
  - viii. Computations to indicate that stresses in existing structural elements will not increase more than 5% due to new gravity loads.
- d) Computations to indicate that stresses in members of the lateral force resisting system will not increase more than 10% due to vertical or horizontal additions to an existing structure.
- e) Where such addition and/or alteration affect the existing footings, notes on the drawings requesting verification of all soil related design assumptions (utilized by SER for evaluation) by a geotechnical engineer registered in Maryland, prior to commencement of construction.
- f) If the existing structure is adequate to support such addition and/or alteration then the SER shall provide a statement that the proposed new work meets the requirements stated by International Existing Building Code 2015, the proposed work will not cause an increase in design gravity load of more than 5% for the existing structural elements and the lateral loading to existing lateral load resisting structural elements will not be increased beyond their capacity or more than 10 percent.
- g) Structural Evaluation (calculations) of existing roofs to sustain drifting snow loads caused by higher roofs constructed within twenty (20) feet.

Drawings to be submitted for the scope of work shall meet the requirements listed under “**Guidelines for Commercial Non Fast Track Permit Submittal Requirement**”.